

CALIF

Communities Actively Living Independent & Free

634 S. Spring St., 2nd Floor, Los Angeles, CA 90014

Tel. No: (213) 627-0477; Fax no.: (213) 627-0535



COMMUNITIES ACTIVELY LIVING INDEPENDENT & FREE POSITION DESCRIPTION

JOB TITLE: ADRC Advocate
Non-exempt employee

LOCATION: 634 S. Spring St., 2nd Floor
Los Angeles, CA 90014

HOURS: 20 Hours/Week

**SUPERVISION
RECEIVED:** ADRC Program Director

**SUPERVISION
GIVEN:** ADRC Program Advocate

Essential Job Functions & Responsibilities

Under the direction of the ADRC Program Director and the Executive Director, the duties, functions, and requirements of the ADRC Advocate are as follows:

This position presents an opportunity to help shape and impact policy and services for the aging and disability communities in Los Angeles. Working in partnership with the Los Angeles Area Agency on Aging the ADRC Advocate will develop and market an integrated service delivery system for the Aging & Disability Resource Connection (ADRC); part of a statewide initiative to better serve California's aging and disability communities.

This is a part-time, exempt position reporting to CALIF's ADRC Program Director at the Downtown Los Angeles Spring Street office and is part of CALIF's management team helping to lead the organization in support of access and independence by and for people with disabilities. Note: Most of CALIF's employees are currently telecommuting during the COVID-19 shut-down.

Position Overview: Develop an integrated service delivery system for core and extended partners of the Los Angeles Aging and Disability Resource Connection (ADRC).

Responsibilities:

- Develop, implement, and monitor an integrated service delivery system in collaboration with existing ADRC partners;
- Compile and submit consumer and service data to the California Department of Aging as required, Assist consumers as needed with appropriate follow up (e.g. tracking benefit changes, referral to outside resources) to ensure service needs/goals are met.
- Manage and support the work of ADRC program staff;
- Facilitates and coordinates care options for consumers across multiple agencies and service providers, including health care and government agencies.
- Other duties as assigned by the program director and ADRC administrator.

Qualifications:

- Bachelor's degree, (Masters preferred), in a relevant field, from an accredited college or university;
- Greater than five years' experience working in human services with at least three years in management;
- Demonstrated knowledge of the aging and disability resource center approach and successful development of programs in the nonprofit environment;
- High comfort level and competency using databases, online research, and basic computer software;
- Knowledge of the Independent Living philosophy and methodology; understanding and support of consumer-directed services;
- Ability to communicate clearly and at a professional level both verbally and in writing; a commitment to professional growth;
- Capacity to work independently; takes initiative; works cooperatively with and respects the opinions of others;
- Evidence of critical thinking skills; focuses on solutions rather than problems;
- Ability to perform job functions in a manner that exhibits flexibility, consistency and professionalism;
- Demonstrated capacity to cope with mental and emotional stress relevant to the position and the work environment.

- Bilingual in English and Spanish, a plus;
- Ability to communicate with ASL, a plus.

Communities Actively Living Independent & Free seeks to be representative of the communities we serve. Minorities and individuals with disabilities are encouraged to apply for this position. CALIF does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

***PART OR ALL OF THIS POSITION IS GRANT FUNDED AND MAY BE LIMITED BY THE TERM OR LENGTH OF THE GRANT.**

Because of the purpose of CALIF, it is essential that the individual understand, believe and practice the Independent Living Philosophy.

CALIF IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 7-27-22